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**CONFIDENTIAL**

Chief, Employee Investigative Branch, I & S  
 Chief, Security Branch, OSO

1 July 1948

Executive for Inspection and Security

Transfer of Employee Investigative Activities from Office of  
 Special Operations to Employee Investigative Branch

Following is outlined a plan to effect transfer of a portion of  
 employee investigative activities presently carried on by the Office of  
 Special Operations to the Employee Investigative Branch:

1. Personal History Statements concerning clerical applicants who recently graduated from high school or junior college and concerning vouchered OSO applicants will continue to be forwarded to the Security Branch, OSO for investigation.
2. Other than those cases specified in sub-paragraph 1 above, no Personal History Statements will be forwarded to the Security Branch, OSO for investigation after 1 July 1948. Such cases will be forwarded to the Employee Investigative Branch for investigation.
3. All cases which have been forwarded to the Security Branch, OSO for investigation, and which have not been forwarded to the field for action, will be returned to the Personnel Security Division and will be transferred to the Employee Investigative Branch for investigation.
4. The Personnel Security Division will notify the Chief, Personnel Branch of the cases transferred to EIB in order that he may identify those cases which should receive priority investigation.
5. The Security Branch, OSO will determine as of 12 July 1948 the status of all CIA cases, less OSO and less clerical applicants who recently graduated from high school or junior college, which cases are pending investigation as of that date. During the week 12-16 July 1948 the Employee Investigative Branch, together with the Security Branch, OSO, will make the following determinations concerning these cases:

a. Cases which have been in the hands of OSO for periods in excess of six weeks as of 1 July 1948. These cases will be completed by the Security Branch, OSO.

b. Cases which have been in the hands of OSO for periods less than six weeks as of 1 July 1948 and which are more than 50% completed as of 12 July 1948. These cases will be completed by OSO.

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DDO	REV DATE 05/09/80	BY 018345
ORIG COMP	31 DFI 31	TYPE 02
Approved For Release 2001/07/12 : CIA-RDP78-04007A000400050027-4		
JUST	NEXT REV 20/10	AUTH: HR 70-2

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c. Cases which have been in the hands of OSO for periods less than six weeks as of 1 July 1948 and which are less than 50% completed as of 12 July 1948. These cases will be treated as follows:

(1) Security Branch, Office of Special Operations, no later than 25 July 1948, will have written up these cases in report form: the amount of investigation completed.

(2) The Security Branch, OSO will transfer these cases to EIR, which organization will complete the investigations.

(3) The Employee Investigative Branch will notify the Personnel Security Division of those cases which have been transferred.

6. Effective 26 July 1948, investigative personnel of the Security Branch, OSO who were recruited as a result of agreements between OSO and the Executive for Inspection and Security will be transferred to the Employee Investigative Branch immediately and will report to destinations specified by EIR.

It is realized that a plan to effect the transfer of the investigative functions of the Security Branch, OSO to the Employee Investigative Branch must be flexible, flexibility and independent judgment should be exercised by all persons concerned. However, the dates specified above should be strictly adhered to.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

SHEFFIELD EDWARDS

Colonel, GSC

Executive for Inspection & Security

EPG:mtb  
1 July 48